

CIA INTERNAL USE ONLY

Long 1

NOV 1961

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Interdepartmental Committees and Task Forces

**REFERENCE : Memorandum from DD/S, subject as above,
dated 2 November 1961**

1. OTR represents CIA on the interdepartmental committees listed below:

- a. Committee for Inter-Agency Training
(under Civil Service Commission chairmanship)
- b. Interdepartmental Training Group
(under Foreign Service Institute chairmanship)
- c. Inter-Agency Language Roundtable
(chairmanship rotates each meeting)
- d. Inter-Agency Area Roundtable
(chairmanship rotates annually)

2. Each of the above groups was established prior to 20 January 1961.

SECRET

MATTHEW BAIRD
Director of Training

Distribution:

Orig & 2 - Addressee
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2 - PPS

STATINTL OTR/PPS: :sih (20 Nov 61)

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THE WHITE HOUSE
WASHINGTON

October 25, 1961


MEMORANDUM TO DEPARTMENT AND AGENCY HEADS

I will appreciate receiving not later than December 1 a list of all presently existing interdepartmental committees and task forces on which your department has a representative.

For those interdepartmental committees and task forces for which your agency provides the chairman, I will appreciate receiving in detail the following information:

A copy of meeting agendas during the last three months; a detailed budget of the group; a roster with grade levels and salaries of all full or part-time staff employees, including any regular departmental employees who perform staff work for the group, and the approximate proportion of their time so involved; a copy of any official reports or similar materials issued by the group since January 20, 1961; a statement of the authority under which the group exists, whether by statute, Presidential or departmental directive, or other source; whether it should be abolished, merged, transferred to the responsibility of a specific department or official, continued until a time certain, or continued indefinitely (include a statement in justification of the group if it is to be continued).

Please list separately those interdepartmental groups which have been established since January 20 of this year.


Frederick G. Dutton
Special Assistant to the
President